



# **Application For Re-enrollment**

## **2010-2011**

Look inside for the following:

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- ✓ *General Registration Information*
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**Elevating Life by helping each and every student achieve their God-given potential.**

## General Information



The offices will be open for re-enrollment during regular hours (8:30 a.m. - 4 p.m.). Because students keep us busy in the morning, **please wait until after 8:30 a.m. to re-enroll.** Also, **please park in the parking lot and walk to the office so that both lanes of traffic in front of the office are kept clear.**

All account balances **must** be paid up to date and the following items need to be completed, signed and turned in **before the enrollment application is officially accepted:**

1. Registration Fees
2. Re-enrollment Application
3. Tuition Contracts (Elementary and Middle School, one per family)
4. CheckFree Automatic Tuition Payment Agreement

These items must be completed before a child may **attend class:**

1. All school accounts, including registration & other fees, paid in full
2. Current year's Physician's Report & Immunization Record (K & 1st only)
3. Emergency Form (Sent in our summer mailing)

*If you need any replacement forms, please contact the main office or visit our website: [www.achieverchristian.com](http://www.achieverchristian.com).*

### **Drop-In Day & First Day of School**

*Drop-In Day* is Friday, **August 20, 2010** from 1:00 p.m.—3:00 p.m.

This is an opportunity for you and your child to meet his/her teacher and see the classroom.

The *first day of school* will be a half day, Monday, **August 23, 2010.**

## Withdrawal & Refund Policy

Your withdrawal from ACS is considered official when the withdrawal form is completed and returned to the office at least two weeks prior to the last day your child will be attending class. Responsibility for tuition payments continues until your child's last day. Your child's attendance on any one day of the week incurs liability for the full week. Please note that enrollment fees are not refundable for any reason, including family relocation. A \$100 administrative fee will be charged for any withdrawals after the first day of school.

All enrollment fees are non-refundable. Your tuition for the entire school year is divided into equal payments for your convenience. Please do not be confused by those months that have holidays or school breaks; the monthly payments are installed payments from the annual contract.

**If you withdraw your child(ren) after August 1st,  
your first monthly payment is non-refundable.**

There are tuition discounts for families with more than one child enrolled at ACS. Members and regular attendees of *Church on the Hill* receive a \$110 discount off annual tuition per family enrolled. If you have any questions regarding our policies, please call the office at 408-264-6789.

All letters requesting a specific teacher for your child in the coming year, must be in **writing only** and submitted no later than **APRIL 1, 2010**. Upon receiving all requests the Administration will make final placement decisions. We cannot guarantee that every request will be granted.

**\*Students enrolling in Kindergarten must be 5 years old before September 30th.**